Q. 1. Please define the following:-

1. Disbursing Officer
2. Family member of a Govt. Servant
3. Special Pay
4. ravelling Allowance
5. Transfer
6. Head of a Department
7. Controlling Officer
8. Appointing authority
9. Accounts Officer
10. The Bank

Q. 2. Please write ten activities with concerned Rules which require prior permission/Sanction?
Q. 3. Define the terms suspension. What are the circumstances when a Govt. servant may be placed under suspension, also describe the conditions for deemed suspension?

Q. 4. Write short notes on the following:
(a) Commuted Leave
(b) Acceptance of Gift (as per conduct Rules)
(c) Paternity Leave
(d) Service Book
(e) New Pension Scheme

Q. 5. Please explain 12 main conditions under Modified Assured Carrier Progression scheme under which the benefit can be granted under the scheme?

Q. 6. (a) Please give a detail chart of five grading of grade pay and admissible rate of Hotel accommodation & Food Bill in respect of Travelling allowance?

(b) What are the provision for enhancement of rate of Hotel accommodation and Food Bill?

Q. 7. (a) What are the provision of pay fixation on promotion under FR 22?

(b) What are the provisions for granting increment? Please explain through an example?

Q. 8. (a) What are the general conditions of grant of advances for the purposes of conveyance?

(b) Please calculate the interest of Motor Cycle Advance of Rs.30,000 recoverable in 30 installments of Rs.1000/- @ 9% interest?